



Job Description

Science/Engineering Teacher |CATCH

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| Perm/Contract: | Permanent |
| Location: | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| Hours: | Monday – Friday 08:00 – 16:00 |
| Reports to: | Head of Learning & Development |
| Team: | Apprenticeships |
| Ref: | 92 |

About CATCH

CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

About the role

To support the delivery of the Process Operations apprenticeship programmes in the Humber region. To develop and deliver provision within the Science Manufacturing Technician apprenticeship standard delivered by CATCH. Responsible for working with the Head of Learning & Development to ensure provision is delivered to the highest quality, exceeding customer expectations.

Responsibilities

- To specialise in classroom delivery of technical certificates which form part of all CATCH Apprenticeships.
- To deliver elements of the City & Guilds 0610 Level 2 and 3 Technical Certificate as part of the CATCH Science Manufacturing Technician apprenticeship in the Humber and online provision.
- To develop training material for a variety of apprenticeship programmes This includes, course outlines, schemes of work, lesson plans, presentations, videos, voice overs, Q&A sets, assessment materials and all other relevant documentation.
- To deliver online tutorial sessions/webinars as and when required
- To facilitate and assist with other training programmes and accredited courses to approved training standards as when required.
- To attend regular departmental meetings to report on key activities and performance against set objectives.
- To ensure that the delivery of sessions, the resources used, the management of sessions and assessments are OFSTED and C&G compliant, and to assist in any inspections.
- Any other duties as appropriate in line with the post.
- Discretion – Makes day to day decisions in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post.

Candidate requirements

Essential

- STEM teaching background and relevant qualifications
- Knowledge and experience of chemistry or engineering
- Good planning and organisational abilities
- IT literate with experience of using Word, Excel, Powerpoint, Teams and Moodle.
- Excellent interpersonal, presentation and communication skills, both verbal and written
- Understanding of education and training and relevant qualification systems

Work Environment

- Work Demands – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors.
- Working Conditions – The post holder will be based at the Apprenticeship Delivery Centre for delivery of training and have flexibility to either come into the office or work from home on “non-contact days”.

General

- **Confidentiality** - To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
- **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
- HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
- HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
- HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
- **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**- provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those ‘spent’, or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
- The role is dependent upon the completion of a successful DBS certificate.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: